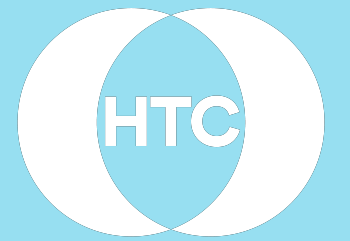


Completing the HTC Application

Application Instructions Guide

For a frictionless reading experience, view this document in the Adobe DC Document Reader. Download the free software [here](#).

Consider these instructions required reading.



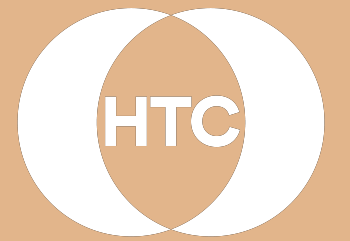
This Instructions Guide clears up many potential sources of confusion and provides instructions that are essential for submitting a complete and viable HTC application.

In this resource, we will provide videos and slides for navigating the HTC application in Amplifund and instructions for completing specific sections of the application. (e.g., how to fill out a budget).

We will also provide additional information about the content of the application to help you understand what HFS is looking for in an effective application. This latter section replicates and expands upon information provided in the September 30 informational webinar.

**Read to the end
to get the
application link.**

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Part 1: Technical Guidance and Instructions for the HTC Application (click to navigate)

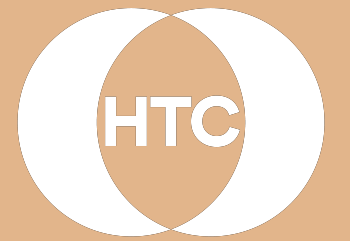
1. [Completing pre-registrations before using Amplifund](#)
2. [Recommended work process](#)
3. [How to begin the application in Amplifund](#)
4. [An overview of the application in Amplifund](#)
5. [How to resume an application you've already begun](#)
6. [How to submit a budget using the Excel template](#)
7. [Completing the Project Information page](#)
8. [Basic troubleshooting strategies for Amplifund](#)

**** [Help and Support information](#) is found on the next slide.**

Part 2: Content Matter Guidance for the HTC Application (click to navigate)

- [Form 0. Eligibility Screen](#)
- [Form 1. Participating Entities](#)
- [Form 2. Project Description](#)
- [Form 3. Governance Structure](#)
- [Form 4. Racial Equity \(extended treatment\)](#)
- [Form 5. Community Input](#)
- [Form 6. Data Support](#)
- [Forms 7 thru 9 \(Joint Overview\)](#)
- [Form 10. Care Integration and Coordination](#)
- [Form 11. Minority Participation](#)
- [Form 12. Jobs](#)
- [Form 13. Quality Metrics](#)
- [Form 14. Milestones](#)
- [Form 15. Budget](#)
- [Form 16. Sustainability](#)

Help is always available.



● For support with the content matter of the application:

Q&A

- ✓ Submit all questions about content matter before October 15 to HFS.Transformation@Illinois.gov.
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Static resources

Application Checklist (via the [Application Information page](#))

9/30 Informational Webinar (via the [Application Information page](#))

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● For technical support regarding Amplifund:

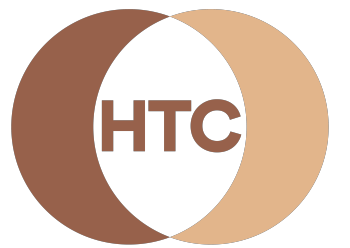
Submit an email to support@il-amplifund.zendesk.com (you should receive a reply within two hours)

Call 216-377-5500 (this generally routes to an online ticket system).

If necessary, live technical assistance can be requested via the email or phone number listed above

Register at the Amplifund support site (il-amplifund.zendesk.com) for accessing tutorials and help guides.

For assistance with pre-registrations, view our [Getting Ready for Amplifund Guide](#) on the HTC website.



Part 1

Technical Guidance and Instructions for the HTC Application

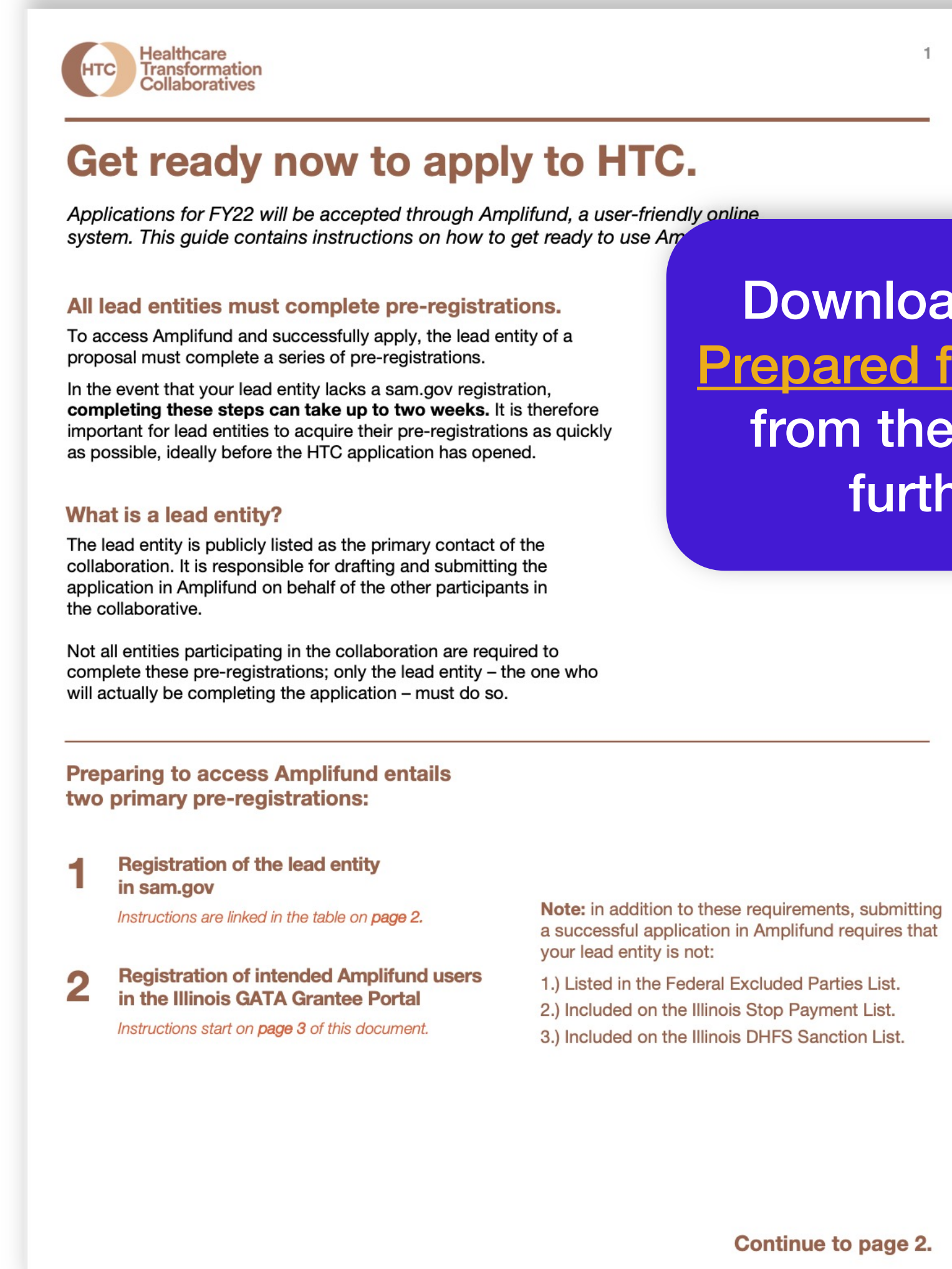
Getting around the HTC application in Amplifund

1. Completing your pre-registrations

Lead entities must get pre-registered to access Amplifund.

The **lead entity** of each collaborative (i.e., the entity that will submit the application on behalf of the entire collaborative and is listed as the primary contact for each collaborative) is required to complete **two essential pre-registrations** in order to submit an application successfully in Amplifund:

1. Register the lead entity with sam.gov
 - **Can take up to two weeks to obtain**
 - **Applicants can submit an application without it, but the application will be locked from advancing to the evaluation stage until it is obtained**
2. Register intended Amplifund users in the Illinois GATA portal
 - **Fairly quick to obtain but may require time lag for internal approval**
 - **Unlocks access to Amplifund**



Download the [How to Get Prepared for Amplifund guide](#) from the HTC website for further guidance.

2. Our recommended workflow

Optimize your experience and prevent data loss.

1. **Get your feet wet in Amplifund:** using this document as a starting point, poke around Amplifund and get used to the new system.
2. **Download and peruse:** Print out the entire Application and peruse it in its entirety ([Download it](#) in Amplifund or find it [here](#)).
3. **Assess the application:** Gain a comprehensive understanding of the content required by the application. (The Application Checklist will help you do this). Delegate sections as necessary.
4. **Generate and Gather:** Generate and gather the information required by the application.
5. **Consolidate in Word:** Collect and stage the information in a single Microsoft Word (or other word processor) document.
6. **Review in Word:** Perform all edits and review within the word processing application.
7. **Copy into Amplifund:** When responses to application questions have been finalized, copy and paste information from the Word document into the Amplifund application and upload any documentation you wish to submit. Save your work as you go.
8. **Submit:** When you are ready, submit the final application in Amplifund.



Note: Use the Checklist!

As you work, we recommend using the application checklist document provided on the [Application Information](#) page of the HTC website to keep you on track and covering all your bases.



Note: Text Formatting and Visuals in Amplifund

Most answer fields in Amplifund will preserve basic formatting that is copied over from a word processor (font size, bold/italics/underline, tables). However, image files cannot be copied and pasted; they must be uploaded as attachments.

3. How to begin the HTC application in Amplifund

Helpful resources

[Public link to the HTC application](#)

[How to create an Illinois.gov public account](#)

[Getting Ready for Amplifund Guide](#)

[Amplifund ZenDesk tutorial for submitting an application*](#)

*Requires registration of a new account with ZenDesk website

How to Begin



Click the video box to view the [video](#).

4. An overview of the HTC application in Amplifund

Helpful resources

[Amplifund ZenDesk tutorial for submitting an application*](#)

*Requires registration of a new account with ZenDesk website

Overview



Click the video box to view the [video](#).

5. How to resume an application you've already begun

Helpful resources

[Public link to the HTC application](#)

[How to create an Illinois.gov public account](#)

How to Resume



Click the video box to view the [video](#).

6. How to submit a budget using the Excel HTC template

Helpful resources

[About protecting and unprotecting sheets in Excel](#)

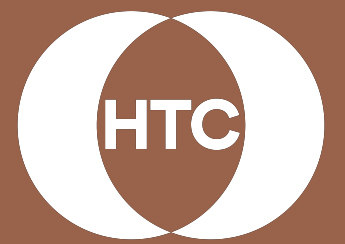
[About the fill handle feature in Excel](#)

[Adding a new row in Excel](#)

Submitting a Budget



Click the video box to view the [video](#).



Review: How to Submit a Budget

To recap:

1. **Use the Excel template to complete your budget.**
2. **Fill out budgets one year at a time.**
3. **Read the General Instructions for each category.**
This will tell you whether you might need to provide your own formulas or to add additional information to a line item.
4. **You may add new rows to the sheet.**
5. **Please do not change any pre-configured formulas.**
6. **Only unlock the sheet to copy formulas into new rows.**
Once the sheet is unlocked, use the fill handle to copy a formula into the new row and relock the sheet after the formula has been added.
7. **Merge HTC funding requests and state capital requests into a single line item (Row 94 of template).**
8. **In recording line items for non-HTC funding (Rows 97-100 of the template), please specify these sources of revenue in column I.**
9. **Cell G19 of the Summary Sheet represents your total funding request.**
This is the number that should be entered in the “Award Requested” field of the Project Information form back at the beginning of the application.
10. **Double check all budgets and the Summary Sheet for accuracy before submitting.**

7. How to complete the Project information page

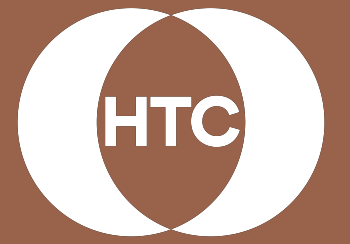
Helpful resources

[Public link to the HTC application](#)

Project Information Page



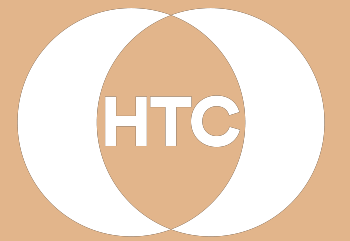
Click the video box to view the [video](#).



Review: Completing the Project Information Page

To recap:

1. **We recommend filling out this page last** – after you’ve completed all the application forms and just before you submit.
2. **Application Name** should match the official name for the collaboration given in *Form 2: Project Description*: “Provide an official name for your collaboration.”
3. In the the **Award Requested field**, enter the amount of total funds (capital and HTC) that you are requesting across the duration of your proposal. (This should equal the amount given in cell G19 of the “Summary Sheet” tab in the budget template spreadsheet provided in *Form 15: Budget*.)
4. **Fill in \$0** for:
 1. **Cash Match Contributions.**
 2. **In-Kind Match Contributions.**
 3. **Other Funding Contributions.**
5. The **Primary Contact information** should match the information provided in the top row of the Contact Information table in *Form 1: Participating Entities*, (i.e. the contact information of the lead entity in your collaboration).
6. If you’ve completed the rest of the application forms, **click Mark as Complete** and advance to the Submit page to make your final submission.



8. Some tips for troubleshooting in Amplifund

From time to time, Amplifund may present error messages, problems with user access, or glitchy features. There are a couple user actions that frequently resolve these issues.

Try one or both of these tactics if you're having a problem:

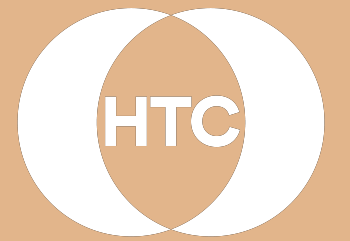
1. Log out of Amplifund and log back in.

This technique may prove useful in situations where features (e.g. copy and paste) are not working properly within Amplifund.

2. Clear your browser's internet browsing data and try again.

This technique may prove useful to resolve error messages and other issues around user access.

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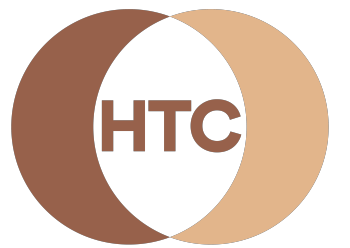
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Part 2

Content Matter Guidance for the HTC Application

Section-by-section guidance on completing a successful HTC application

There is a logical progression across the forms of the application.



Core Project Information

- 1. Participating Entities
- 2. Detailed Project Description
- 3. Governance
- 4. Racial Equity Impact Assessment



Project Rationale

- 5. Community Input
- 6. Data Support



Project Impacts

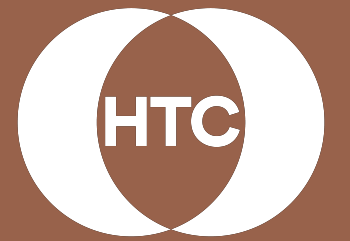
- 7. Health Equity and Outcomes
- 8. Access to Care
- 9. Social Determinants of Health
- 10. Care Integration and Coordination
- 11. Minority Participation
- 12. Jobs
- 13. Quality Metrics



Project Progression and Budget

- 14. Milestones
- 15. Budget
- 16. Sustainability

Form 0. Start Here - Eligibility Screen



Please note:

1. These simple, but important, questions communicate the fundamental requirements for submitting a viable HTC application.
2. Please consider these questions seriously and answer them honestly.
3. If your application does not meet these requirements, it cannot be selected for funding.
4. If your application does not meet eligibility requirements, you may learn more by consulting our informational webinar and FAQs, as well as by navigating to the HTC Connect page to view a list of entities that are seeking HTC partners.

0. Start Here - Eligibility Screen

1 of 17

Eligibility Screen

Note that applications cannot qualify for funding which:

1. **fail to include multiple external entities within their collaborative; or,**
2. **fail to include one Medicaid-eligible biller.**

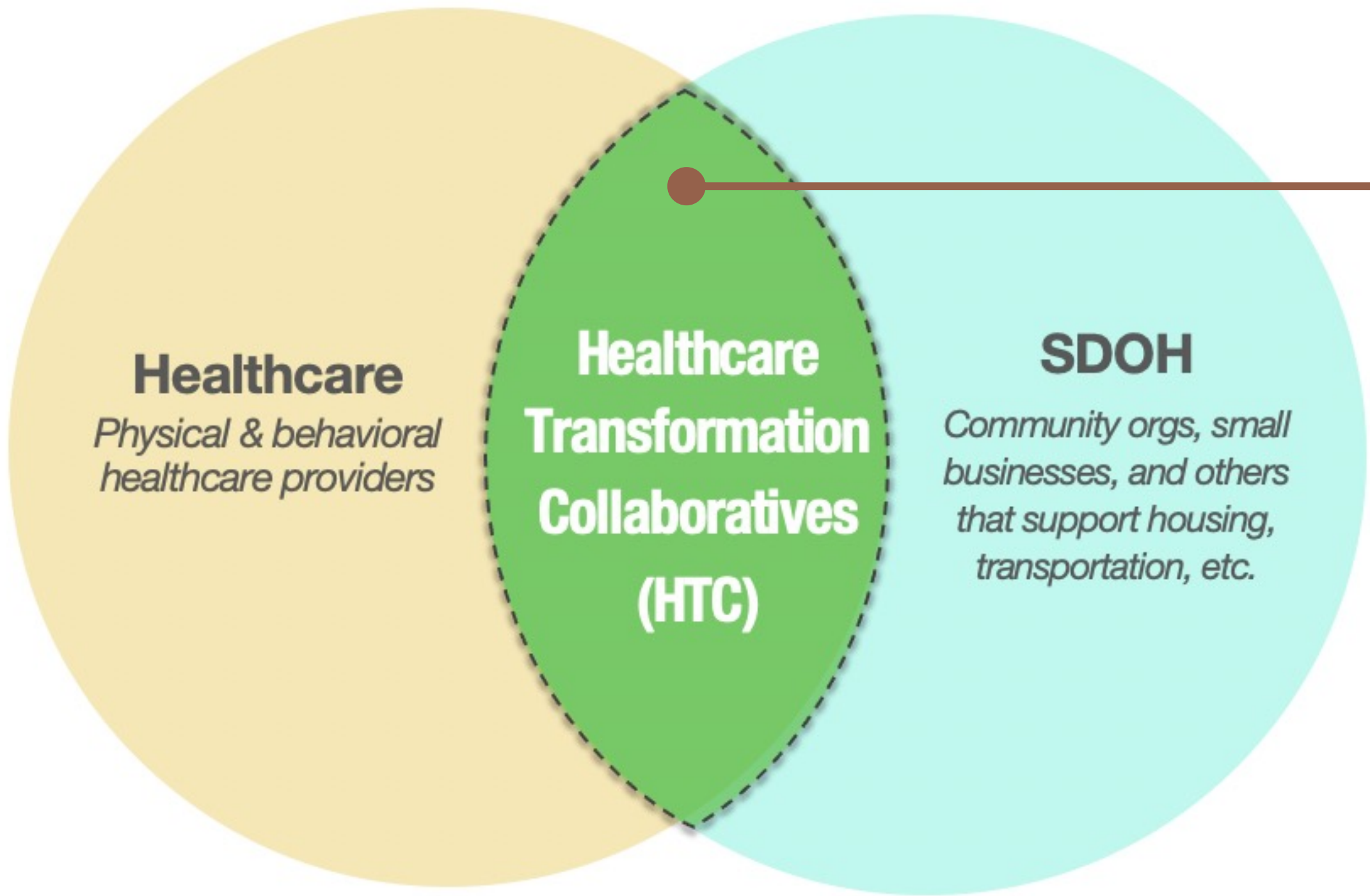
Does your collaboration include multiple, external, entities? *

- ☐ Yes
☐ No

Can any of the entities in your collaboration bill Medicaid? *

- ☐ Yes
☐ No

Form 1: Participating Entities



The goal of this form is to understand the partners in your collaboration.

HFS is seeking applications that represent cross-provider collaboration between entities who come together to care for people’s physical, behavioral and social needs in coordinated way at the community-level.

Example Collaboration Partners



All collaborations must include a registered Illinois Medicaid Provider that is eligible to bill for Medicaid services.

Form 2. Project Description

The goal of this form is to collect a clear narrative of the project and the transformation proposed.



At a **high level**, HFS is looking for applications that:

- Clearly diagnose community health and social problems
- Postulate activities to address those problems
- Demonstrate how these activities will improve access to care, address social needs, reduce racial inequalities and, ultimately, *improve health outcomes*.

Remember to:

1. Make clear what is transformational in your proposal.

Use this narrative as an opportunity to clarify how your proposal transforms healthcare for communities.

Healthcare Transformation implies substantial change to healthcare delivery systems. A transformative proposal is, by definition:

- Person-centered
- Equitable
- Thoroughly or dramatically innovative (a leap rather than a step)

2. Provide a description of the whole proposal in all of its parts.

For your narrative to be complete, it must:

- Specify your service area
- Articulate your goals
- Explain your strategy and how it addresses the causes of identified challenges
- Describe all components of the intervention (capital improvements, new interventions, delivery redesign, etc.)

3. Align your narrative with your budget.

Your proposal should explain the need for each significant item in your budget, clarifying how each connects to the overall goals and operations of the collaboration.



Form 3. Governance Structure

The goal of this form is to outline how collaboration partners will work together to govern and execute the proposed work.



Some notes on this form:

HFS is seeking applications that **describe how the collaborating partners will work together** in terms of:

- Authority and responsibility of participants for achieving desired outcomes
- Establishment of, and adherence to, policies
- Delineation of each collaborating entity's responsibility in the project (services, staffing, in-kind donations, record keeping, reporting, etc.)
- Financial management and safeguards of project funds

See the *HFS Guide for Collaborations* (on the [Application Information page](#)) for more information.

Governance is key to successful implementation.

A well-developed governance process is the engine that will drive the effective implementation of the project. Absent quality governance, great ideas and good intentions often fall short or fail altogether.

Form 4: Racial Equity

This form asks a series of questions about how racial equity is incorporated in the overall project.

HFS is seeking applications that incorporate racial equity at two levels:

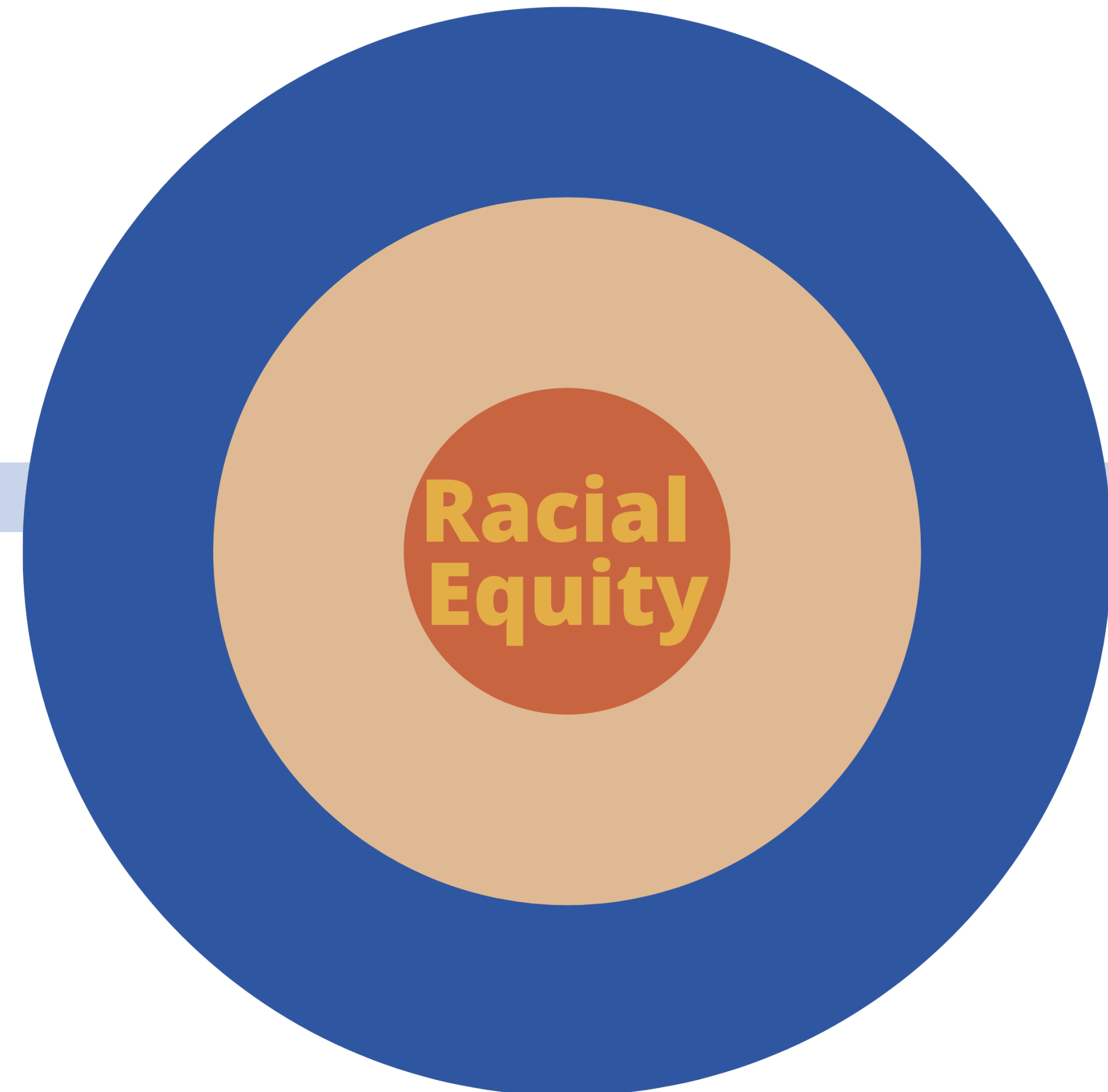
- As a goal of the intervention proposed (reduce racial health inequities)
- And in how the project is run and executed (include minorities and minority-owned businesses in the project execution)

Note: *for guidance, you may consult HFS' [Racial Equity Impact Assessment Help Guide](#) posted on the HTC website.*

How do Healthcare Transformation Collaboratives Prioritize Racial Equity?



- By catalyzing structural solutions to systemic problems
- By realigning resources to support and drive equity-centric transformational projects



Racial Equity Impact Assessment

Purpose:

- Enable systematic examination of differential racial and ethnic impacts

Goals:

- Minimize unanticipated adverse consequences
- Prevent (re)production of institutional racism and
- identify new ways to remedy long-standing inequities.

Modified from Race Forward:

Keleher, T. Racial Equity Impact Assessment. Applied Research Center. 2009.
<https://www.raceforward.org/practice/tools/racial-equity-impact-assessment-toolkit>

Defining Key Terms



Health Equity

Everyone has a fair and just opportunity to attain their optimal health regardless of race, ethnicity, disability, gender identity, sexual orientation, socioeconomic status, geography, or any other social barrier/factor.

Racial Equity (in health)

Advancing health equity means **dismantling the systemic racism** that underlies differences in the opportunity to be healthy, including addressing social and economic barriers to positive health outcomes. Since we have never had a truly equitable health care system, progress toward the goal of health equity is often benchmarked by measuring reductions in health disparities.

Everette, T. D., Sathasivam, D., & Siegel, K. Health Equity Language Guide for State Officials. August, 2021. <https://www.shvs.org/resource/health-equity-language-guide-for-state-officials>

Defining Key Terms



Health Disparities:

Avoidable differences in health outcomes experienced by people with one characteristic (race, gender, sexual orientation) as compared to the socially dominant group (e.g., white, male, cis-gender, heterosexual, etc.). Measuring disparities can help benchmark progress towards equity.

Health Inequities:

Differences that are unfair and unjust without comparison to another group. An equity frame connects the dots between disparate outcomes and the disparities in power and privilege in which they are rooted. Focusing on disparities can lead to the assumption that one group's behavior, intelligence, or genetics are the cause of any differences. Focusing on inequities draws attention to the root causes of these differences.

Everette, T. D., Sathasivam, D., & Siegel, K. Health Equity Language Guide for State Officials. August, 2021. <https://www.shvs.org/resource/health-equity-language-guide-for-state-officials>

Defining Key Terms



Disproportionate Impact

Overrepresentation or underrepresentation of a specific group as compared to the group's share (percentage) of the total population. This is another way of talking about injustice or inequity without comparing one group to another and should be used when a group is experiencing conditions, events, outcomes, or situations at higher or lower rates than expected when accounting for population size.

Areas of Racial Equity Assessment Impact in HTC Application



Go to the HTC website's [Application Information](#) page for more application resources, including information and resources on the racial equity impact assessment.

Strong Responses:



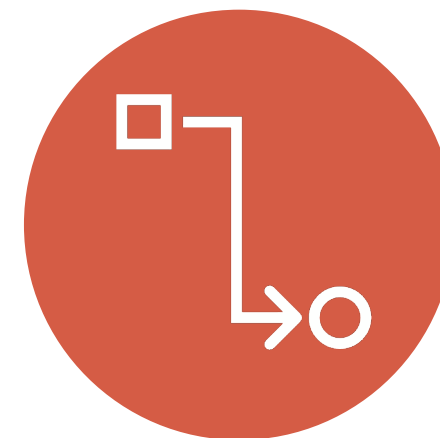
Comprehensive



Data-informed

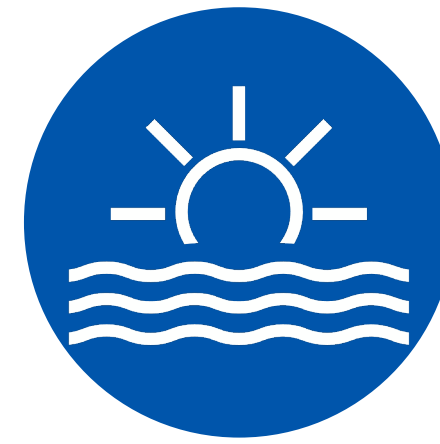


Evidence-based

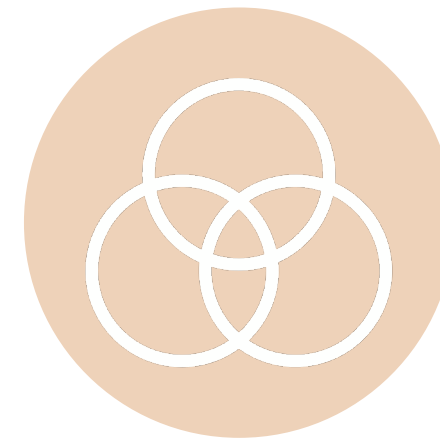


Connect the dots

Strong Responses:



Consider multiple horizons



Detail stakeholder engagement



Address accountability and transparency mechanisms



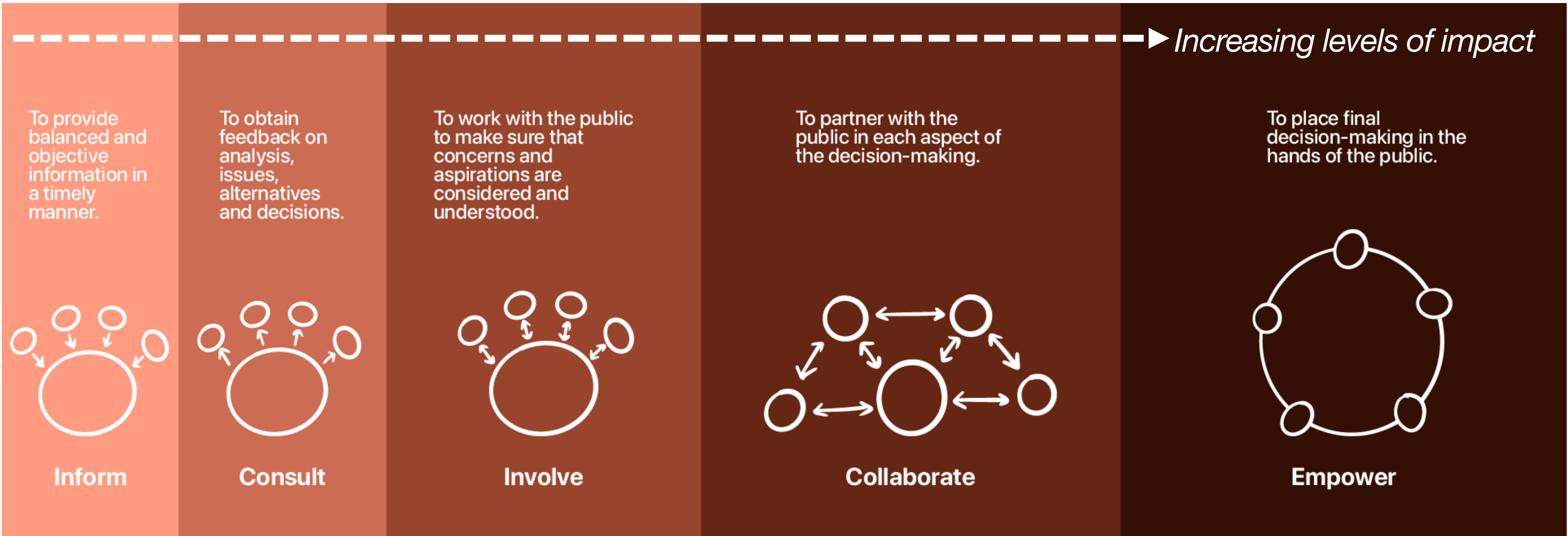
Capacity to evaluate equity

Form 5: Community Input



Community input is a key proposal requirement. HFS is seeking applicants who meaningfully engaged community members in the design of their projects.

To truly transform health, citizens need to be involved in transformation in a meaningful way. The more people and communities are engaged in collaboration efforts, the more impact they will have.



Form 6: Data Support



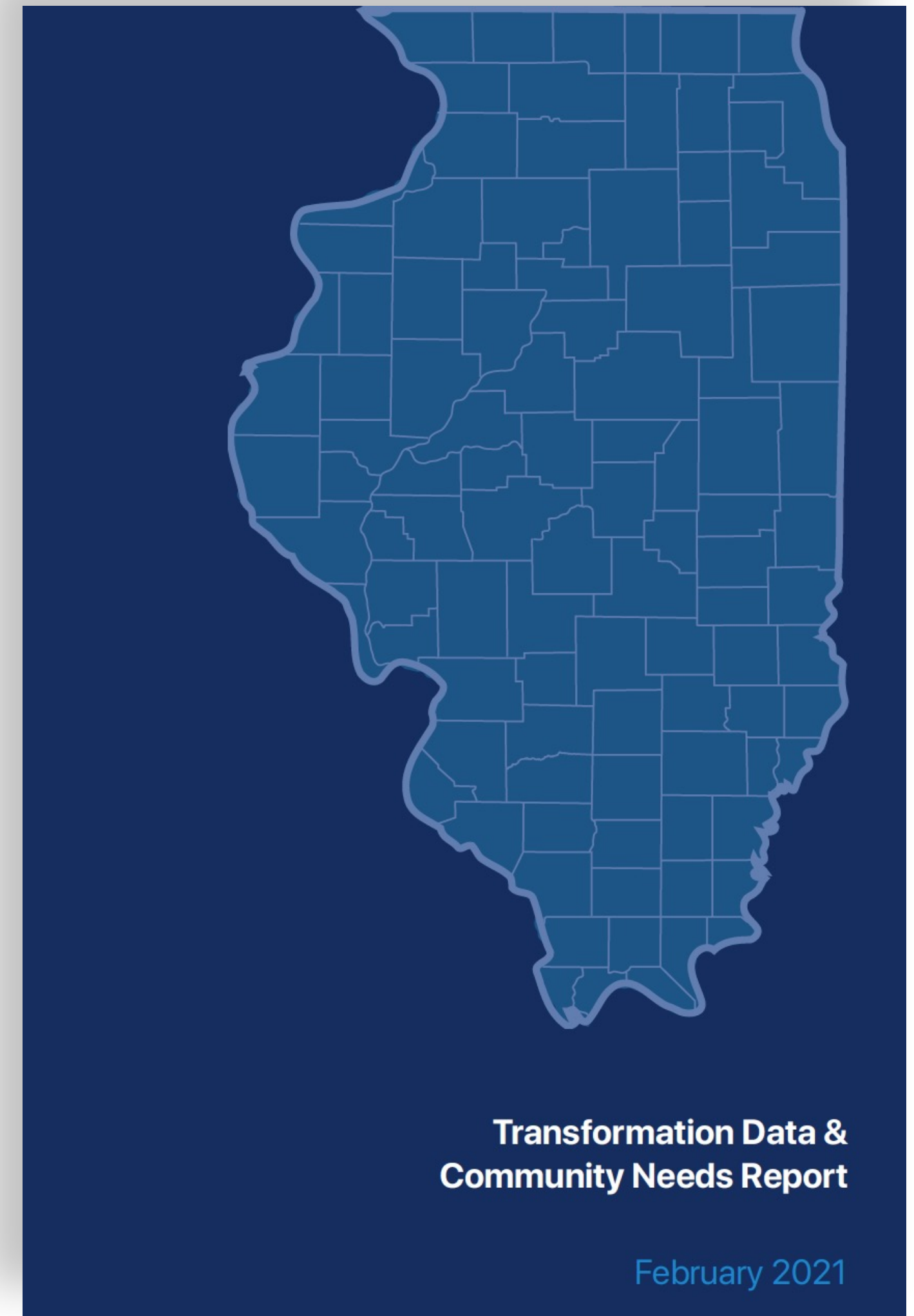
HFS is looking for “data-first” proposals.

Applicants should use data to determine health needs and to design and target the proposed work based on those needs.

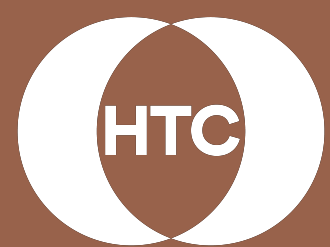
Data reports are available for the following Illinois communities:

- Chicago-South Side
- Chicago-West Side
- East St. Louis Metropolitan Area
- South Cook County
- West Cook County

See [HTC's Data and Community Needs Reports](#) and note that additional areas are being targeted for data analysis.



Forms 7, 8, 9: Theories of Change



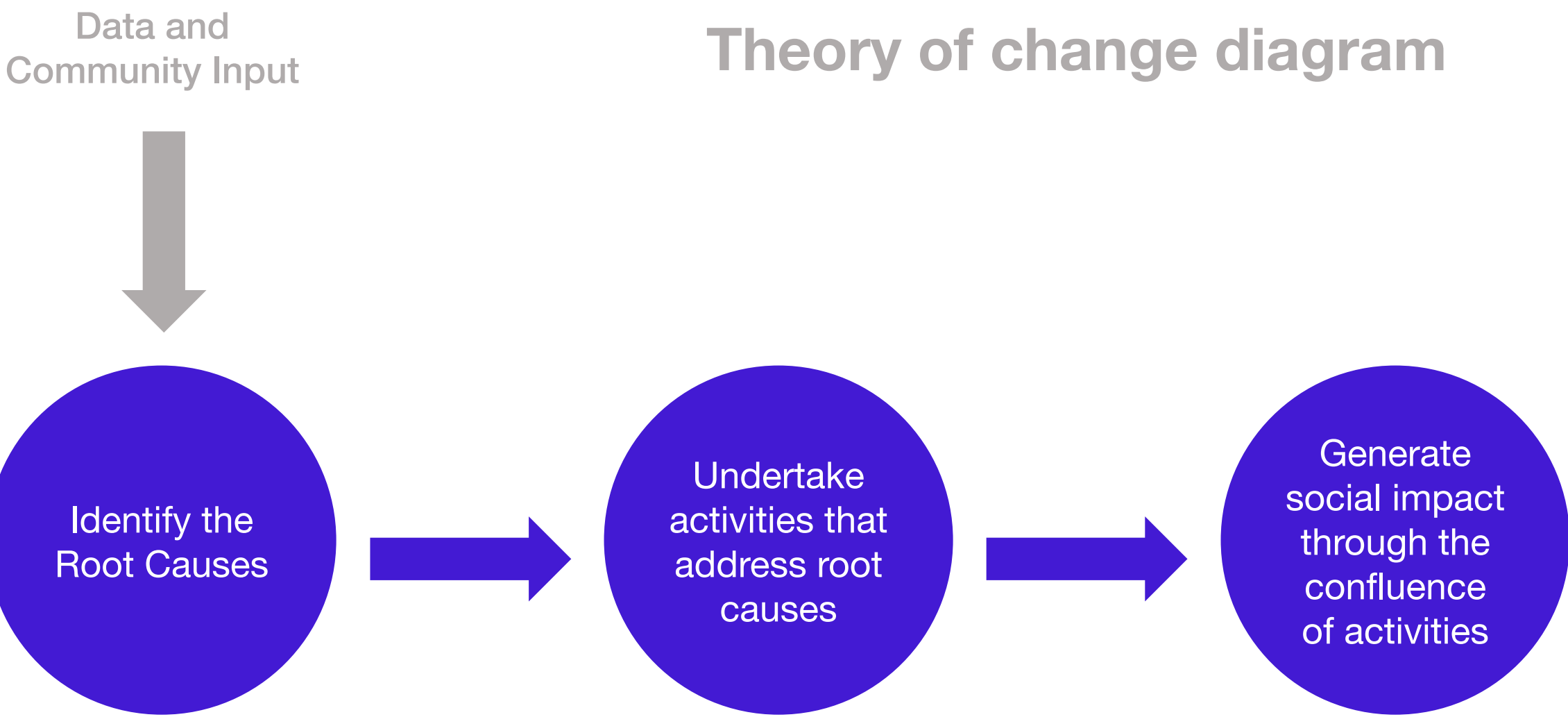
HFS is seeking logical thinking about how transformed delivery systems will lead to impact.

Forms 7 (Health Equity and Outcomes), 8 (Healthcare Access), and 9 (Social Determinants of Health) each focus on an element of the transformed healthcare delivery system that HTC invites applicants to envision and develop.

Applicants should communicate logic models as to why their proposals will create transformative impact in these three areas. Applicants will do this by providing responses to three key questions (shown at right) regarding each area.

These questions are rooted in the “theory of change” framework. The theory of change is “a method that explains how a given intervention or set of interventions is expected to lead to specific [social] change, drawing on a causal analysis based on available evidence.”¹

¹ <https://unsdg.un.org/sites/default/files/UNDG-UNDAF-Companion-Pieces-7-Theory-of-Change.pdf>



Questions posed to applicants

- | | | |
|---|---|--|
| What are the root causes of the social problem? | What activities will address these root causes? | Why will the activities you propose lead to the impact you intend to have? |
| 1. | 2. | 3. |

Form 7: Health Equity and Outcomes



Proposed projects should reduce health inequities and improve outcomes and, given this, applications should identify:

- The specific health disparities targeted by the proposal
- Causes of these disparities
- The activities in the project that will address the disparities
- The logic by which the proposed activities will have the intended outcomes

Form 8: Access to Care

HFS is seeking projects that improve health outcomes and reduce inequities by addressing these challenges related to access to care.

Applicants should use this form to describe how and why their projects will increase access to preventative, primary or specialty care in communities.

Form 9: Social Determinants of Health



HFS is seeking projects that improve health outcomes and reduce inequities by addressing the social determinants of health.

Applicants should use this form to describe how and why their projects will address specific social determinants of health, why this solution will work to reduce the impact of social determinants of health and how success will be measured.

Form 10: Care Integration and Coordination



HFS is seeking projects that improve health outcomes and reduce inequities by providing physical, behavioral and social care in an integrated and coordinated way.

Applicants should use this form to describe how and why the proposed project will improve the integration, efficiency and coordination of care between different types of providers and different levels of care.

Form 11: Minority Participation



As mentioned in the Racial Equity section, HFS is seeking minority participation in the execution of the project.

Applicants should use this form to provide detail on minority entities that either partners in the collaboration or are subcontractors on the project.

“Minority entities” are those certified by the Illinois Business Enterprise Program (BEP) certified or are not-for-profit entities majorly controlled and managed by minorities.

Form 12: Jobs



Proposed projects should bolster or maintain jobs in the community and, given this, applications should:

- Show a significant analysis of the proposed project's impact on employment
- And impact on employment should include job creation, workforce development and mitigation of any negative impacts on current employment levels

Form 13: Quality Metrics



Projects must align with one or more of HFS' Quality Pillars



... and track metrics to show impact on outcomes and equity.

- Applicants must propose metrics that the program will be accountable for improving
- For a given quality pillar, one or more metrics from the HFS Quality Strategy document that aligns with that pillar must be tracked
- Once metrics are agreed upon in the funding agreement, HFS will establish a baseline metrics for the community, a method for tracking process and improvement targets\

Form 14: Milestones

In months from award, applications should use this form outline a calendar of milestones showing progress of activities involved in the overall project, such as:

- When IT will be purchased and operative
- When construction will start and be completed
- When key personnel will be hired
- Etc.

Form 15. Budget

Applicants should download the budget template and complete a multi-year budget.



Some notes on the budget section

- Technical guidance on how to submit a budget using the HTC Excel template is provided on Slides [11-12 of this Instructions Guide](#).
- The most significant line items in your budget should be properly explained and rationalized in the overall project narrative you provide in Form 2: Project Description (and indeed, throughout the entire application).
- The revenue figures you report year-over-year should align with the the narrative you provide in Form 16: Sustainability.
- The template adds up the multi-year budget into one summary budget, but applicants should check the summary budget for accuracy.
- After the budget is completed, applicants can return to Project Information and use the summarized budget information to complete that page (see point #9 on [slide 12](#) and point #3 on [slide 14](#)).
- Note that this form also asks you to estimate figures for number of individuals served and provide information about alternative payment methodologies.



Your budget and your project narrative should tell one single story.

Form 16: Sustainability

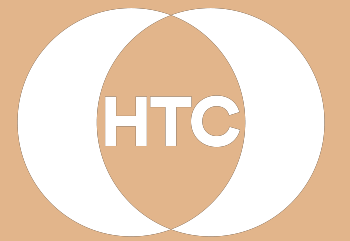


For this form, applications should provide a narrative that:

- Explains how proposals will ramp down on the reliance of Transformation funds over time;
- Explains how proposals will ramp up revenue from services or other funding sources over time
- Includes any key assumptions about sustainability

Note: *this narrative should align with and reflect the revenue amounts provided in your budget (i.e., your budget and your sustainability narrative should tell a single story.)*

Help is always available.



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Q&A

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If necessary, live technical assistance can be requested via the email or phone number listed above

Register at the Amplifund support site (il-amplifund.zendesk.com) for accessing tutorials and help guides.

For assistance with pre-registrations, view our [Getting Ready for Amplifund Guide](#) on the HTC website.



An HFS initiative

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Thank you for reading.

Click this link
to access the
application.